

<b>REQUEST FOR QUOTATIONS</b> <b>(THIS IS NOT AN ORDER)</b>		THIS RFQ [ X ] IS [ ] IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1 OF 19 PAGES	
1. REQUEST NO. MDA220-03-T-0012	2. DATE ISSUED 26-Feb-2003	3. REQUISITION/PURCHASE REQUEST NO. SYSAR3RA005	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY DEFENSE FINANCE AND ACCOUNTING SERVICE ACQUISITION SERVICES BUILDING CM3, ROOM 905 1931 JEFFERSON DAVIS HWY ARLINGTON VA 22240-5291			6. DELIVER BY (Date) <b>SEE SCHEDULE</b>			
			7. DELIVERY [ X ] FOB [ ] OTHER DESTINATION (See Schedule)			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) SIMONE JACKSON (703) 607-2845			9. DESTINATION (Consignee and address, including ZIP Code)  <b>SEE SCHEDULE</b>  Phone: FAX:			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE						
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 13-Mar-2003						
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>SEE SCHEDULE</b>						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS No. (%)	
<b>NOTE: Additional provisions and representations [ ] are [ ] are not attached.</b>						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

SECTION B Supplies or Services and Prices

CLIN	SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Support Services				
	T&M				
TOT ESTIMATED PRICE					

CLIN	SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	ODC'S				
	COST				
ESTIMATED COST					

CLIN	SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Travel				
	COST				
ESTIMATED COST					

## SECTION C Descriptions and Specifications

**STATEMENT OF WORK**  
**Defense Cash Accountability System**  
**Implementation Assistance for Phase 2, Phase 3, and Phase 4**

**1.0 BACKGROUND:** With the enactment of the Chief Financial Officers (CFO) Act, Congress called for the production of financial statements that fully disclose a federal entity's financial position and results of operations. The Defense Finance and Accounting Service (DFAS) has launched several migration systems initiatives including the Defense Cash Accountability System (DCAS). DCAS will correct existing cash accountability deficiencies, implement internal controls and financial reforms. In addition, DCAS will greatly improve the timeliness, accuracy, and accessibility of transactions and reports to customers and stakeholders. DCAS is being developed and implemented in Phases. DCAS Phase 1, Cross-Disbursements, is complete. Phase 2, Treasury Reporting for the Cleveland/Kansas City networks is currently in parallel testing. Phase 3, Reconciliation for the Cleveland/Kansas City networks is currently at the requirements definition stage, Phase 4, Treasury Reporting/Reconciliation for the Indianapolis and Columbus networks, and Phase 5, Treasury Reporting/Reconciliation for the Denver network is in the requirement analysis stage. As with any development, program phasing could change to meet emerging needs.

**2.0 OBJECTIVE:** The objective of this Statement of Work (SOW) is to utilize contractor support in identifying cash accountability processes and procedures in order to generate applicable requirements, and to support validation of the design, development and implementation of a DoD cash accountability system. Contract support is required to insure that DCAS is developed in compliance with the CFO Act, DoD and DFAS Regulations and Procedures.

**3.0 SCOPE:** DFAS will require contractor support for the requirement analysis, design, development and implementation of :

- DCAS Phase 2 – Treasury Reporting (Cleveland/Kansas City);
- DCAS Phase 3 – Reconciliation and Elimination of Financial Reporting System (FRS) (Cleveland/Kansas City);
- DCAS Phase 4 – Treasury Reporting/Reconciliation (Indianapolis/Columbus); and
- DCAS Phase 5 – Treasury Reporting/Reconciliation (Denver)

**This tasking may require the contractor to work in conjunction with the current incumbent contractor for a transition period defined by government at time of award.**

### **DCAS Phase 2 – Treasury Reporting**

Contractor support is required to assist the Government Team by providing functional requirements analysis, design review and testing support for DCAS Phase 2, Reconciliation for the Cleveland and Kansas City networks. Contractor support is required in the following major areas:

- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers)
- Research and analysis of balances not reconciled
- Finalizing implementation of Phase 2

### **DCAS Phase 3 – DCAS for Reconciliation**

Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review, and testing support for DCAS Phase 3, Reconciliation. Contractor support is required in the following major areas:

- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.
- Reconciliation and Elimination of Financial Reporting System (FRS) (Cleveland/Kansas City).

### **DCAS Phase 4 – DCAS for Army and Defense Agencies (DFAS-Indianapolis, DFAS-Columbus)**

DCAS Phase 4 will build upon Phase 2 and 3, adding DFAS-Indianapolis unique functionality that is needed to implement Treasury Reporting/Reconciliation of Army and other Defense Agencies cash transactions. Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review support for DCAS Phase 4 Treasury Reporting/Reconciliation for the Indianapolis network. The contractor will assist the Government Team in developing functional requirements in the following major areas:

- Reporting to Treasury
- Distribution of Cash Transaction Details to DoD Field-Level Accounting Network
- Generation of Cash Accountability Data Needed for Departmental and Intermediate-Level Accounting
- Generation of Cash Accountability Data Needed by Top-Level DoD Financial Managers
- Reporting of “by DoD for Other Federal Agency” Transactions to Affected Agencies
- Monitoring and Control of Unsupported Cross-Disbursements
- Monitoring and Control of Cash-Related Clearing and Suspense Accounts

- Provision of Transaction Details to Downstream DFAS-Indianapolis Legacy Systems
- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.

### **DCAS Phase 5 – DCAS for Air Force (DFAS-Denver)**

DCAS Phase 5 will build upon Phase 2, 3 and 4, adding DFAS-Denver unique functionality that is needed to implement Treasury Reporting/Reconciliation of Air Force cash transactions. Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review support for DFAS Phase 5 Treasury Reporting/Reconciliation for the Denver network. The contractor will assist the Government Team in developing functional requirements in the following major areas:

- Reporting to Treasury
- Distribution of Cash Transaction Details to DoD Field-Level Accounting Network
- Generation of Cash Accountability Data Needed for Departmental and Intermediate-Level Accounting
- Generation of Cash Accountability Data Needed by Top-Level DoD Financial Managers
- Reporting of “by DoD for Other Federal Agency” Transactions to Affected Agencies
- Monitoring and Control of Unsupported Cross-Disbursements
- Monitoring and Control of Cash-Related Clearing and Suspense Accounts
- Provision of Transaction Details to Downstream DFAS-Denver Legacy Systems
- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.

**3.1 GENERAL TASKS:** The initial focus will be to assist with the continuing definition and documentation of the functional design requirements for Phase 2 and assistance with development of the Master Requirements Document and other related documents. The contractor shall provide direct assistance in developing the requirements and supporting design and development for subsequent Phases of DCAS. The contractor shall participate in site visits, discussions with DFAS Center personnel, and participation in team workshops.

#### **3.1.1 Work-Flow Analysis**

##### **3.1.1.1 Phase 2 Reconciliation Work-Flow Analysis**

3.1.1.1.1 The contractor shall verify that the re-engineered reconciliation business processes approved for implementation are accurately incorporated into the system design.

##### **3.1.1.2 Phases 3, 4 and 5 Work-Flow Analysis**

3.1.1.2.1 The contractor shall provide analysis and review documentation of current DFAS Denver and Indianapolis Centers (AS-IS) business processes applicable to Treasury Reporting.

3.1.1.2.2 The contractor shall assist in obtaining organizational feedback, analyzing it, and recommending program changes.

3.1.1.2.3 The contractor shall provide recommendations to improve the current business processes.

3.1.1.2.4 The contractor shall ensure that the re-engineered Treasury Reporting business processes approved for implementation are accurately incorporated into the system design.

### **3.1.2 DCAS Requirements Analysis**

#### **3.1.2.1 Phases 3, 4 and 5 Requirements Analysis**

Work will include identification of detailed functional requirements for Phases 3, 4 and 5.

3.1.2.1.1 The contractor shall participate in Joint Requirements Process (JRP) and Joint Architectural Discussion (JAD) and development and implementation reviews and provide analysis of the meetings, identify issues and prepare and propose solutions to the government.

3.1.2.1.2 The contractor shall review and provide input to program documentation as requested.

3.1.2.1.3 The contractor shall review program documentation to identify and track the implementation of design, development and performance requirements. The contractor shall identify areas where the document fails to satisfy requirements, and provide recommendations for corrective actions. The contractor shall review such documents as the Phase 2 Operational Requirements Document (ORD), Test and Evaluation Master Plan (TEMP) and the Master Requirements Document (MRD).

3.1.2.1.4 The contractor shall support development of screen layouts, assist in design, and coordinate with users in the development of screens and reports.

3.1.2.1.5 The contractor shall, along with the DCAS development team, define and generate detailed functional requirements.

3.1.2.1.6 The contractor shall provide continued maintenance of the Project Specific Element record layout for DCAS Phases.

3.1.2.1.7 Reviews and analysis at DFAS Centers and other sites shall be performed as requested to meet the objectives of the tasking.

### **3.1.3 Phases 3, 4 and 5 Program and Project Support**

The contractor shall collect, collate and analyze information/data, conduct assessments of information/data and provide resulting recommendations to the Program Manager regarding the capability to and/or progress toward meeting the program's mission and objectives. Program management support may include, but is not limited to the following tasks:

3.1.3.1 Meetings will be held among DFAS-HQ and the contractor representatives to discuss any contract management issues. The contractor shall participate actively in those meetings if requested and coordinate and host as necessary.

3.1.3.2 The contractor shall identify any issues affecting development of deliverables, and provide recommendations/resolutions.

3.1.3.3 The contractor shall attend meetings with Government personnel, take minutes, and maintain records of the meetings; document discussions and decisions; capture

action items; summarize issues, risks, alternatives and potential impacts, and prepare trip reports summarizing observations and recommendations.

3.1.3.4 The contractor shall disseminate meeting minutes per DCAS program manager or his/her designee's direction and produce updates from comments received.

3.1.3.5 The contractor shall participate in Integrated Product Team (IPTs) and working groups.

3.1.3.6 The contractor shall provide administrative support and respond to request for information in preparation for program reviews as well as other conferences and meetings.

3.1.3.7 The contractor shall gather, analyze, and provide data from a variety of sources in preparation for reviews/meetings.

3.1.3.8 The contractor shall produce data in the form of various exhibits, reports, letters, schedules, studies, charts, and viewgraphs and, as electronic data.

3.1.3.9 The contractor shall provide contract data to include status and schedule of current and future tasking, impediments to task completion, and status of contract dollars.

#### **3.1.4 System Integration Support**

The Contractor shall assist the DCAS Program Manager in the development of Memorandums of Understanding (MOU) between programs, and other agencies/activities. The contractor shall analyze joint program plans and reports, evaluate consistency and interoperability, identify opportunities to improve or enhance the system development process, and conduct risk assessments. The contractor shall assist in the preparation of point papers or issue papers on integration issues and provide an assessment of the issue including any impacts to current planning. This effort will require liaison with various fields and headquarters organizations. The contractor may, but is not limited to:

3.1.4.1. Analyze program documents (e.g. ORDs, TEMPS, & Plans of Action and Milestones (POAMs)) for trends, variance, and compliance with approved integration objectives.

3.1.4.2. Review and evaluate proposed interfaces and describe any shortcomings and constraints.

#### **3.1.5 Technology Implementation Support**

The Contractor shall provide technology implementation and support to improve communication through accurate and timely access to Program specific information. This support may include, but is not limited to the following tasks:

3.1.5.1 The contractor shall design WEB pages, draft material for release through the Internet and maintain information available on the Internet.

**4.0 PLACE OF PERFORMANCE:** The base location for work will be performed at user sites as required by the DCAS Project Officer. Locations will include the DCAS CDA at Pensacola Beach, FL, the DFAS Centers, and other locations to be determined at a later date.

**5.0 PERIOD OF PERFORMANCE:** The period of performance will be one year from time of award for a base plus four option years.

**6.0 DELIVERABLES/DELIVERY SCHEDULE:** The contractor shall provide deliverables as described below.

**6.1 Contract Monthly Summary Report.** Contractor shall provide a summary monthly status report to the Contracting Officer and the Contracting Officer's Representative (COR). This report shall reflect the total expenditures against the contract for the fiscal year. The report shall break the data out to reflect expenditures for each Contract Line Item Number (CLIN) by dollars and/or hours. It shall also reflect detailed travel costs broken down by trip. This deliverable is due no later than the 10<sup>th</sup> day of each month.

**6.2 Team Monthly Summary Report.** Contractor shall provide a summary monthly status report to the Contracting Officer, the COR, and the designated Team Lead on each task order. This report shall reflect the total expenditures against the task order. The report shall break the data out to reflect expenditures for each CLIN by dollars and/or hours within each labor category for the current month and total to date for the task order. It shall also reflect detailed travel costs broken down by trip for the task order. These reports shall also include information pertaining to adherence to the task order timeframe projection, problems encountered, and recommended deviations from plans. Due no later than (NLT) the 10<sup>th</sup> day of each month.

**6.3 Business Processes Analysis Report** as tasked in paragraphs 3.1.1.1.1, 3.1.1.2.1, 3.1.1.2.2, 3.1.1.2.3, and 3.1.1.2.4. Due NLT 10 working days after Center visit or relevant Government meeting.

**6.4 System Analysis Report** as tasked in paragraphs 3.1.1.2.4 and 3.1.2.1.7. Due NLT 10 working days after system design review(s).

**6.5 System Review Report** as tasked in paragraphs 3.1.2.1.1 and 3.1.2.1.7. Due NLT 10 working days after system review.

**6.6 Documentation comments and recommendations** as tasked in paragraph 3.1.2.1.2. Due as directed.

**6.7 Documentation Analysis Reports** as tasked in paragraph 3.1.2.1.3. Due as directed.

**6.8 System Improvement Recommendations** as tasked in paragraph 3.1.2.1.4. Due as directed.

**6.9 Functional Requirements** as tasked in paragraph 3.1.2.1.5. Due as directed.

**6.10 Revisions of the Project Specific Elements record layout** as tasked in paragraph 3.1.2.1.6. Due as directed.



**6.11 Contract data.**

**6.11.1** Monthly status reports including detailed list of tasks accomplished during the month, progress of deliverables, work planned for the following month, problem areas and proposed personnel changes as tasked in paragraphs 3.1.3.2 and 3.1.3.9. Due NLT the 10th business day of the following month.

**6.12 Management data**

**6.12.1** Meeting minutes as tasked in paragraph 3.1.3.3. Due NLT 5 working days after meeting.

**6.12.2** Meeting summary and action reports as tasked in paragraph 3.1.3.3. Reports should include the purpose of the meeting and any decisions reached. In addition, the report should detail any specific action items, assigned action officer(s), and targeted completion dates. The meeting summary shall capture issues, resolutions and any recommendations. Meeting summary shall be submitted to the DCAS PMO and disseminated as directed by Government. Due NLT 5 working days after meeting.

**6.12.3** Meeting support data in various formats as tasked in paragraphs 3.1.3.7 and 3.1.3.8. Due as directed.

**6.12.4** Updated listing of tasks, issues and resolutions formats as tasked in paragraph 3.1.3.4. Due NLT 5 working days after receipt of comments or as directed.

**7.0 SECURITY:****7.1 Security and Privacy Act Requirements.**

All work-performed relative to the tasks identified in the SOW are unclassified or carry a Privacy Act Classification. System security shall be in accordance with DoD directive 5200.28, Security Requirements for AIS.

**7.2 Security Investigation Requirements.**

No classified work will be required. However, the contractor will be working with sensitive information which is covered by the Privacy Act and which is category ADP/AIS II. Contractor must ensure sensitive (privacy act) information is properly safeguarded at the work-site and not removed from the work site. Also, the contractor will be required to comply with the security requirements associated with access to the DFAS enterprise network. This requires individuals who perform duties at the ADP/AIS II category to have a favorable determination of requisite investigation IAW the specifications of the DoD Personnel Security Program as provided for in the DoD 5200.2-R. If declared, the contractor may be requested to undergo a higher level of investigation. The NAC includes the following:

- Standard Form 85P - Questionnaire for Public Trust Positions
- FD 258 - Finger Print Card

All contractor personnel requiring access to the DFAS systems will complete a National Agency Check (NAC). The SF 85P will be completed using the Electronic Personnel Security Questionnaire (EPSQ). EPSQs are available for downloading on the Defense Security Service (DSS) Web Site at [www.dss.mil/epsq](http://www.dss.mil/epsq). Completed EPSQs, to include a copy on a disk and a signed hard copy, will be provided to the Contract Officer's Representative (COR) or Government Point of Contact (GPOC) elsewhere named in this award. All 85Ps must be accompanied with a copy of the contractor's birth certificate for citizenship verification. Foreign Nationals must submit appropriate documentation from the Immigration and Naturalization Service (INS). Employment of non-US citizens requires a fully completed and favorably adjudicated background investigation prior to beginning DFAS work. The COR/GPOC will notify the contractor when contractor employees have been approved for access to the facility. The NACs should be completed before the contractor employee begins work. However, on an exception basis and if an emergency situation exists, a US citizen contractor employee may begin once the NAC has been reviewed, initiated, and there is no derogatory information and the COR/GPOC obtains contractor badges. Those US citizen contractors needed to begin work prior to receipt of a favorable NAC must have a waiver of pre-appointment investigative requirements approved by the proponent Business Line Executive, Client Executive, or Corporate Director. All contractor employees must receive a favorable NAC. Unfavorable NAC findings will require individual determinations by the appropriate DFAS Center security office prior to allowing contractor employee access to the facility.

Investigative requirements for contractors will be in accordance with DOD Directive 5200.2-R, "DOD Personnel Security Program" ([http://www.dtic.mil/whs/directives/corres/pdf/52002r\\_0187/p52002r.pdf](http://www.dtic.mil/whs/directives/corres/pdf/52002r_0187/p52002r.pdf)). The Contractor shall comply with all applicable Federal DOD security regulations and procedures during the performance of this Statement of Work as referenced in FAR Clause 52.204-2, Security Requirements (<http://www.arnet.gov/far/>). The contractor shall comply with all applicable Government security regulations and procedures contained in DoD Directive 8500.1, Information Assurance (IA) (<http://www.dtic.mil/whs/directives/corres/dis2.html>) and Defense Information System Agency (DISA) Instruction 630-230-19 (at Appendix A). Employees shall protect password, access codes, privacy data, and other data required in the performance of this SOW. DISA provides hardware and other support to the DoD. All employees and contractors must comply with DISA policies and procedures which protect DoD hardware, software and data.

Contractors shall comply with applicable standards contained in Part B, Chapter 9 of DFAS 8000.1-R. Specifically, Contractors performing duties in a DFAS facility may be provided DFAS owned personal computers, laptops, printers, and other peripheral equipment. Contracts may also require that the contractor provide personal computers, laptops, printers, and other peripheral equipment for use on the ELAN. If the contract specifies that the contractor is responsible for providing its employees with personal computers, laptops, printers, and other peripheral equipment, these devices must have ELAN connection approval in writing from the Infrastructure Services Organization, Director of Infrastructure Management. Approval for connection to the ELAN is contingent on the requirements outlined in Part B, Chapter 9, DFAS 8000.1-R. An excerpt is provided at Appendix B.

## **8.0 GOVERNMENT FURNISHED EQUIPMENT – Not Applicable**

**9.0 TRAVEL:** All travel will be provided at the convenience of the Government and in accordance with DOD Joint Travel Regulations.

**10.0 INSPECTION AND ACCEPTANCE CRITERIA:** All deliverables identified in Paragraph 6.0 shall be in compliance with identified tasks. Deliverables shall be provided for review and acceptance to DCAS Program Manager (PM) and to the Contractor Officer Representative (COR), if the COR and the PM are not the same. The COR shall be designated at time of award.

**11.0 KEY PERSONNEL:** The DCAS PM shall approve all key personnel at time of award. The DCAS PM shall have approval authority of key personnel replacements during period of performance. The DCAS PM shall have the right of substitution for all personnel assigned to the contract.

**12.0 RESUME:** Resumes are required on all personnel. Resumes will be limited to two pages. The DCAS PM shall have the right of substitution for all personnel whose resume is determined not to reflect an adequate level of experience.

**13.0 POINTS OF CONTACT:**

Ms. Aleena Hampton, DFAS HQ DSMC (DCAS Program Management Office), (703) 607-0170  
Ms. Delores Kelly, DFAS HQ DSMC (DCAS Program Management Office), (703) 607-0359

**PART 2 - GENERAL REQUIREMENTS**

1. **Administration:** This Statement of Work in no way transfers any inherently Government functions to the contractor. This SOW will be administered to ensure that basic decision making in the areas of policy and procedures; assignment and evaluation of organizational responsibilities; establishment of performance goals; priorities and schedules; program planning, budgeting, and fund allocation; source selection; and, program review and analysis are performed by the Government.

2. **Responsibilities of Contractor:** The contractor is solely responsible for the control and supervision of its personnel. In particular the contractor is responsible for assuring that in the coverage of assigned tasks, functional areas are comprehensive and coordinated with minimal overlap.

SECTION H Special Contract Requirements

Appendix A  
DISA Instructions

A copy of Appendix A, DISA Instructions is provided as a separate attachment.

Appendix B:

Excerpt from DFAS 8000.1-R, Part B – Authority to Connect Non-Government Supplied Workstations and printers to the ELAN.

December 2002  
DFAS 8000.1-R, Part B

## C9. CHAPTER 9

### AUTHORITY TO CONNECT NON-GOVERNMENT SUPPLIED WORKSTATIONS AND PRINTERS TO THE ELAN

C9.1. PURPOSE. The intent of this policy is to provide the rules that govern the connection of non-government supplied workstations and printers to the Defense Finance and Accounting Service (DFAS) Enterprise Local Area Network (ELAN).

C9.2. SUPERSEDES. N/A

C9.3. DEFINITIONS. <http://www.dfas.mil/technology/pal/definitions.htm>

C9.4. ACRONYMS. <http://www.dfas.mil/library/acronyms.htm>

C9.5. SCOPE. Applicable to all DFAS components.

C9.6. REFERENCES.

- (a) Approval and Installation of Software Applications Supporting Defense Finance and Accounting Service Operations Policy, DFAS 8000.1-R, Part B, Chapter 5, <https://eportal.dfas.mil/pls/portal30/docs/folder/home/reflibrary/regulations/hq/80001r/bc5.doc>
- (b) Internet and Electronic Resources Acceptable Use Policy, DFAS 8000.1.R, Part A, Chapter 4, <https://eportal.dfas.mil/pls/portal30/docs/folder/home/reflibrary/regulations/hq/80001r/ac4.pdf>
- (c) DFAS Standard Products List, DFAS 8000.1-R, Part B, Chapter 2, Appendix 4, <https://eportal.dfas.mil/pls/portal30/docs/folder/home/reflibrary/regulations/hq/80001r/bc2ap4.pdf>
- (d) DoD Telework Policy,  
[http://www.cpms.osd.mil/fas/benefits/pdf/telework/telework\\_policy.pdf](http://www.cpms.osd.mil/fas/benefits/pdf/telework/telework_policy.pdf)
- (e) DFAS Identification and Authentication, DFAS 8000.1-R, Part G, Chapter 1, Appendix 5, <https://eportal.dfas.mil/pls/portal30/docs/folder/home/reflibrary/regulations/hq/80001r/gclap5.pdf>

C9.7. DFAS IT POLICY

C9.7.1. Personally owned workstations, laptop computes and printers will not be connected to the ELAN, this includes computes connected to the DISP. This prohibition is a security requirement to protect the ELAN from the spread of malicious logic (viruses and Trojan Horse programs) and to protect sensitive but unclassified (SBU) information from being compromised.

This policy is consistent with the DoD Telework Policy that specifically prohibits personal computers attaching to DoD systems and networks.

C9.7.2. Contractors performing duties in a DFAS facility may be provided DFAS owned workstations and printers. Contract may also require that the contractor provide workstations and printers for use on the ELAN. If the contract specifies that the contractor is responsible for providing its employees with workstations and printers, these devices must have ELAN connection approval in writing from the Infrastructure Services Organization, Director of Infrastructure Management. Approval for connection to the ELAN is contingent on the following requirements being satisfied:

C9.7.2.1. Laptop computers connected to the ELAN must have the hardware profile configured in such a way that the Network Interface Card (NIC) and modem may not be accessed at the same time. Configuring the boot so that the user must select whether or not they want to use the NIC or the modem satisfies this requirement. Based on the selection made, the hardware profile disables the other communications interface. This is the only way to make laptops with integrated modems and NICs compliant with this policy.

C9.7.2.2. All software installed on contractor supplied workstations must be on the DFAS Standard Products List, ELAN Platform Engineering Team (EPET) tested and approved, DFAS Technology Service Organization (TSO) tested and approved, or waived by the Director, Infrastructure Management, Infrastructure Services Organization.

C9.7.2.3. The contractor must provide written proof of ownership of a valid software license for each copy of commercial software proposed to be installed on devices connected to the DFAS ELAN.

C9.7.2.4. The contractor must not install "Freeware" or "Shareware" on any ELAN connected workstation without the explicit written approval of the DFAS Network Security Manager.

C9.7.2.5. Contractor provided hardware will be configured to ELAN standards in order to provide centralized management for the purpose of maintaining operating system and application updates and security patches.

C9.7.2.6. Contractor provided personal computers (PCs) will have the DFAS standard anti-virus software installed and configured to DFAS standards. DFAS will provide the license, software and maintain anti-virus released, updates and patches.

C9.7.2.7. DFAS will provide the contractor with any required software, which has been developed by the government.

C9.7.2.8. Contractor supplied PCs will be under the control of DFAS and subject to all Department of Defense (DoD) and DFAS regulations and usage policies. Contractor supplied workstations will be subject to physical inspection by DFAS management or security personnel at any time. To support this requirement, DFAS will specify the administrator password that will be installed by the contractor in all contractor supplied workstations.



C9.7.2.9. DFAS Local Area Network (LAN) support personnel must be notified before any contractor supplied workstation is connected to the ELAN. DFAS LAN support personnel will review security settings, configuration and software licensing prior to granting written approval to connect.

C9.7.3. The contractor will notify the DFAS LAN support personnel prior to permanently removing any previously connected workstations from DFAS property. Laptop computers which are taken home by contractors will not be erased until the person is permanently removed from the DFAS project or the Laptop is being removed from DFAS ELAN service. The government personnel will zero the disk drive(s) using government approved (Ghost 7-pass) software. This ensures that DFAS licensed software and sensitive but unclassified and privacy act protected information is not removed from government control.

#### C9.8. RESPONSIBILITIES.

C9.8.1. DFAS Personnel. Adherence to guidance set forth in this policy.

C9.8.2. Contractor Personnel Using Contractor Supplied Workstations. Adherence to guidance set forth in this policy.

C9.8.3. DFAS Acquisition Personnel. Ensure that contract language reflects the requirements contained in this policy if a contractor is required to provide workstations as an integral part of a delivery order.

C9.8.4. Local LAN support team.

C9.8.4.1. Ensure that contractor supplied workstations are not connected to the ELAN until the provisions of this policy have been complied with.

C9.8.4.2. Ensure that the disk drive(s) installed in contractor supplied workstations, which have been connected to the ELAN, are wiped using the DoD approved Ghost 7-pass software prior to being removed from DFAS property.

## SECTION L Instructions, Conditions and Notices to Bidders

1. It is the government's intent to issue a Time and Materials type contract for support of the Defense Finance and Accounting Service (DFAS) Defense Cash Accountability System (DCAS). This award will be restricted to small businesses that hold GSA Schedule 70, General Purpose Commercial Information Technology Equipment, Software, and Services. The subsequent award will be a base year plus four option years.
2. Offeror is required to submit a technical and cost proposal stating their ability to accomplish the requirements that may fall within the scope of the Statement of Work (SOW) and labor categories and rates with on-site and off-site rates required to accomplish the tasks within the scope of the SOW. Your proposal should include any past performance relevant to the requirement.
3. Offerors should submit an email statement to Simone Jackson, Contracting Officer at [simone.jackson@dfas.mil](mailto:simone.jackson@dfas.mil) with their intent to propose by March 6, 2003. Four copies of your proposal should then be mailed to the address below and received by 3:30pm on March 13, 2003. Any questions should be directed to the Contracting Officer at (703) 607-2845.

DFAS-HQ/ASD  
ATTN: Simone Jackson  
Crystal Mall 3, Room 905  
1931 Jefferson Davis Highway  
Arlington, VA 22240

## SECTION M Evaluation Factors for Award

**DCAS Evaluation Criteria**

Proposals are limited to 20 pages exclusive of the two-page resumes. A copy of the contractor's relevant GSA Schedule should also be included. For evaluation purposes, assume travel costs of \$85,000.00 per year.

Technical Criteria:

1. Knowledge of the Defense Cash Accountability System (DCAS).
2. Knowledge of the Defense Finance and Accounting Service (DFAS), its finance and accounting networks, and DoD and DFAS Regulations and Procedures.
3. Knowledge of DFAS Treasury Reporting processes (i.e., fund balances to Treasury, Treasury Reporting).
4. Knowledge of DFAS Federal Financial Management Requirements (FFMR).
5. Management and or personnel with experience (1-3 years) in government accounting systems.

Past Performance Criteria:

Provide past performance information of relevant government contracts for the past three years. Information should include:

- Agency name and address
- Point of contact with telephone number
- Dollar Value
- Contract's period of performance
- Detailed description of the project and how it relates to the requirements identified in this SOW

Price:

Award will be made on a Best Value Determination based on the contractor's ability to meet or exceed DFAS requirements

Order of Importance:

Technical approach and past performance are of equal importance and both are more important than price.